

# Graduation and Teacher Licensure Procedures

for Special Education, Elementary Education and Early Childhood majors

**Submit the following completed forms – by mid-term of the semester prior to student teaching**

1. Application for Graduation
2. Curriculum Worksheet
3. A copy of your Degree Audit Report

**Submit ALL these materials at the same time to the STL Grad Papers mailbox in 214 Lommen. We will obtain the required signatures on the forms and send them to the Records Office.**

Go to [www.mnstate.edu/records/forms.cfm](http://www.mnstate.edu/records/forms.cfm) to access information and forms:

**Graduation:** Click on

- Checklist for Graduation – this is info you need to read
- **NEW: Application for Graduation (Undergraduate Degrees)** – **print out and complete this page that needs to be submitted with your DARS (Degree Audit Report)**

For additional graduation information - click on “graduation” on the Records Office home page

**Licensure:** Click on NEW Procedures: Teacher Licensure Application Forms to access:

- Curriculum Worksheet
- Instructions for Curriculum Worksheet
- MN Teacher License Online Application Procedures – read this and complete the online process no earlier than a month before graduation
- Teacher Licensure Forms (Dept. of Education by state) – this links to information for other states

## **What happens next?**

- Barb or Coleen will email or call you if your papers need further action/correction.
- After the School of Teaching & Learning reviews and approves the graduation application and curriculum worksheet they are sent to Shawn Soderberg in the Records Office.
- After a review of your transcript, Shawn will send you an email indicating if everything is approved, or if there are any deficiencies. **If you don't hear anything by mid semester of your graduation semester, please contact Shawn.**
- One month prior to the commencement ceremony each student will receive an “invitation” to attend. Information regarding rehearsal and the ceremony is included in this mailer.

## **Contact Persons:**

**EECE Department:** Barb Worman, 214A Lommen Hall, 477-5896 [wormanba@mnstate.edu](mailto:wormanba@mnstate.edu)

Coleen Roller, 214A Lommen Hall, 477-2250 [rollerco@mnstate.edu](mailto:rollerco@mnstate.edu)

**Records Office:** Graduation Papers: Shawn Soderberg, 477- 2566 [soderbrg@mnstate.edu](mailto:soderbrg@mnstate.edu)

Licensing Application: Bonnie Thompson, 477-2521, [thmpsnbn@mnstate.edu](mailto:thmpsnbn@mnstate.edu)

## **PRAXIS II Information –**

- go to [www.mnstate.edu/edhuman/stl.cfm](http://www.mnstate.edu/edhuman/stl.cfm) & click on Praxis II -- **READ ALL THE INFO**  
The Praxis II web page has links to web registration, practice tests and MN info.  
Be sure to read the various links that are under the heading “Specific Test and scores for MN”
- Read the Praxis II info on the bulletin board outside Lommen 212
- Go to [www.ets.org](http://www.ets.org) for registration info and forms and for sample tests

**Read all the various PRAXIS documents carefully and thoroughly – BEFORE YOU REGISTER!**  
**Corrections and changes to registration cost \$40. Check with Lynn Mahlum if you have questions.**